

Approved by
Chairman of the Board – Rector
NPJSC "Zhetysu University named after I.
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PERSONNEL POLICY

IRD-ZU-06-01

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Brought into effect by the decision of the Academic Council dated October 28, 2021 (Protocol No. 3)				

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1 AREA OF USE

1.1 This policy describes the procedure for personnel management, development and use of human resources in the NPJSC "Zhetysu University named after Ilyas Zhansugurov".

1.2 The University, strictly observing the regulations of this Personnel policy, confirms its intention to promote the development and improvement of good corporate governance practices and, as work experience accumulates or circumstances change, will improve Personnel policy.

1.3 This Regulation is a part of the documents of ZU's internal quality assurance system.

2 REGULATORY REFERENCES

References to the following regulatory documents are used in this Regulation:

Constitution of the Republic of Kazakhstan, adopted on August 30, 1995 at the republican referendum	Constitution of the Republic of Kazakhstan
Code of the Republic of Kazakhstan dated 23 November, 2015 No. 414-V LRK	Labor code of the Republic of Kazakhstan
The Law of the Republic of Kazakhstan dated 27 July, 2007 No. 319-III	On education
The Law of the Republic of Kazakhstan dated 18 November, 2015 No. 410-V	On combating corruption
IRD-ZU-15-02	Documented procedure. Management of documented information

3 TERMINOLOGY AND DEFINITIONS

The following terms and definitions are used in this policy:

Position	The official position associated with the performance of certain official duties and certain responsibilities, as well as the established social role performed by an employee in the organization
Qualification requirements	A list of knowledge, skills, abilities, level of education and experience that an employee must have in order to successfully perform their official duties
Corporate ethics	A set of corporate values, work style, standards of conduct and requirements of the Company for employees, developed and officially adopted by the Company
Corporate culture	A combination of norms, values and beliefs of Society that guide and stimulate the daily behavior of employees
Encouragement	Forms of additional employee incentives to stimulate the effectiveness of work
Professional development	A systematic process in which employees acquire or develop the skills or knowledge necessary to perform a job
Employer	The company with which the employee is in an employment relationship
Employee	An individual who is in an employment relationship with an employer and directly performs work under an employment contract
Workplace	A spatial zone of labor activity equipped with the necessary basic and auxiliary means, determined on the basis of business processes, labor and other norms, assigned to one or a group of employees to perform certain production operations or perform a management function
Management	Employees who hold executive positions in the Company and have the

	most significant and direct impact on the final results of the Company's activities
Personnel management	A system that ensures the effective use of the Company's personnel for operational activities

4 SYMBOLS AND ABBREVIATIONS

The following symbols and abbreviations are used in this policy:

Company, university	NPJSC “Zhetysu University named after Ilyas Zhansugurov”
HRDD	Human resources and documentation department

5 RESPONSIBILITY AND AUTHORITY

5.1. This Regulation is approved by the Chairman of the Board – Rector of the University.

5.2 Responsibility for the implementation of the requirements specified in this Regulation is assigned to the HRDD.

5.3 The management of the Company assumes responsibility for the implementation and fulfillment of the following requirements:

- Comply with the Labor Legislation of the Republic of Kazakhstan;
- To provide a modern and sufficient level of equipment and condition of workers' workplaces;
- To inform employees about the goals and objectives of the Company, the most important events in the Company's activities;
- Encourage employees to achieve high results;
- To support the professional growth and development of employees;
- Ensure compliance with the principles of Personnel policy and the development of similar mechanisms for the implementation of Personnel Policy;
- To develop corporate culture and corporate spirit of the Company.

5.4 The task of the head of the structural unit is to motivate the employee to work effectively and to support effective cooperation both inside and outside the unit. Heads of structural units take the responsibility for compliance with the following requirements:

- Provide the employee with the necessary conditions and authority to perform the work;
- Inform the employee about the goals and objectives facing the Company, the structural unit, develop individual goals and objectives together with the employee, provide feedback on the results of their implementation;
- Inform the employee about all significant events in their field of activity;
- To provide the employee with opportunities for potential development;
- To direct the employee to training activities based on the need for training and in accordance with the training plans, analyzing the extent to which the employee uses the acquired knowledge and skills in practice.

5.5 The Human resources and documentation department is responsible for:

- Development of uniform standards in the field of personnel management and their adaptation to the changing conditions of the Company's activities;
- Unification of rules and procedures in the field of personnel management of the Company;
- Formalization and promotion of corporate culture and ethics of labor relations in Company.

5.6 Control over the implementation of this Personnel policy is carried out by the Chairman of the Board - Rector of the Company or by the person entrusted with the duties of the Chairman of the Board - Rector.

6 PERSONNEL POLICY OF THE UNIVERSITY

6.1 Goals, objectives and principles of personnel policy

6.1.1 The main purpose of the Personnel policy is to improve the efficiency of personnel management, development and use of human resources.

6.1.2 The goal is achieved through the following tasks:

- Carrying out systematic work aimed at finding, attracting, retaining and improving the professional level of the best specialists in their field of activity, providing opportunities for rapid and stable professional growth of initiative and creatively thinking employees;
- Facilitating the adaptation of newly hired employees in a short time, thereby contributing to the effective use of their professional and creative potential;
- Maintaining the optimal number and quality of the Company's staff;
- Professional development of the Company's employees;
- Development and improvement of corporate culture, positive public image, high level of business ethics and relations in the workforce.

6.1.3 The principles of Personnel policy are:

- Attracting, developing and retaining highly professional employees;
- Providing staff with the necessary knowledge, maintaining the professional level of staff and familiarization with the development of technologies, including by ensuring continuous professional development of employees;
- Management of a team of high-potential employees of the Company;
- Support for innovation and transformation in Company;
- Creation and development of joint values, social norms, rules governing employee behavior;
- Motivation of work and creative approach to solving tasks (creativity) of the Company's employees.

6.2 Main directions and mechanisms of personnel policy implementation

6.2.1 The main directions of the Company's Personnel policy include:

- Personnel planning and determination of personnel needs, taking into account the introduction of new technologies;
- Efficient distribution and use of employees, rationalization of their number;
- Organization of work and workplace;
- Methods of recruitment and selection of personnel;
- Training, retraining and advanced training of personnel aimed at maintaining the level of qualification of personnel to ensure the competitiveness of the Company;
- Formation of the corporate culture of the Company, providing a collective approach to the implementation of the tasks at the scale of both the Company and its structural units;
- Ensuring the labor adaptation of personnel to organizational and managerial innovations.

6.2.2 The main document regulating the activities of each structural unit is a Regulation approved by the Company's management describing the goals, objectives, functions of the unit, as well as the rights and obligations of the head of the structural units. On the basis of the approved Regulations, a job description is approved for each employee, which defines the range of tasks, functions and work duties performed by the employee.

6.2.3 Planning, selection and placement of personnel is carried out in accordance with the requirements of the effective functioning of the organizational structure:

- In order to attract highly qualified specialists to work in the Company, qualification requirements for each specific position are being developed, which are subject to regular updating;
- The search and selection of personnel for vacant positions in the Company is carried out in accordance with the requirements for the level of qualification and professional competence of candidates, solely on the basis of their professional qualities, as well as those personal qualities that may be useful when working in the Company's team.

6.2.4 The procedure for the admission, transfer and dismissal of employees of the Company is carried out in strict accordance with the Labor Legislation of the Republic of Kazakhstan and internal documents of the Company.

6.2.5 On an annual basis, the Company discloses the following personnel information in the form of reports to the Board and the Board of Directors (if necessary) of the Company:

- Number of employees and vacancies;

- The number of disciplinary penalties.

6.2.6 The personnel policy in the field of professional development and personnel development is aimed at improving the level of knowledge and skills of the Company's employees, applying knowledge in practice, creating conditions for the continuous process of personnel development, disclosure and realization of the potential of employees.

6.2.7 In order to achieve the set goals, the following forms of training and advanced training of personnel are used:

- Internship;
- Participation in various seminars, conferences, round tables, etc.;
- Passing special training courses;
- Completion of advanced training courses.

6.3 Formation and strengthening of corporate culture and corporate ethics

6.3.1 Formation of the Company's corporate culture is a planned and organized process that is formed and motivated. The formation of corporate culture is based on the target orientation of each employee on the results of the work and the vision of the Company's prospects.

6.3.2 The strengthening of corporate culture is carried out through activities and the establishment of corporate values aimed at educating the company's employees a sense of community, belonging to Society, loyalty and reliability in work.

6.3.4 The formation of corporate culture and its observance by the Company's employees is based on the principles of:

- Regular meetings of employees with the management and members of the Company's management bodies;
- Formulation and promotion of corporate values and social norms regulating the behavior of the Company's employee;
- Carrying out organizational measures that strengthen teamwork, loyalty, a favorable and creative atmosphere in the Company's team;
- Focus on creating a positive image both within Company and outside it, contributing to a positive socio-psychological atmosphere in the workforce.

6.3.5 A key indicator of the effectiveness of corporate culture is the satisfaction of staff with the moral and psychological climate in Company.

7 AMENDMENTS

Amendments to this Regulation and the preparation of "Notices of Amendments" must be made in accordance with the requirements of IRD-ZU-15-02 and registered in the "List of registration of amendments".

List of registration of amendments

[illegible]

List of familiarization

[illegible]